**OAK PARK SCHOOL DISTRICT**

**INVITATION TO BID**

**OPHS Athletic Training Center Wall Graphics**

The Oak Park School District will receive firm, sealed bids for the OPHS Athletic Training Center Wall Graphics Project

Your proposal, and two copies marked “OPHS Athletic Training Center Wall Graphics Project ” must be delivered no later than 1:00p.m, Friday, July 11, 2025, to Tiffany Cavill, Oak Park School District, 13900 Granzon, Oak Park, Michigan 48237, Included in the packet must be an electronic copy as well. It is the sole responsibility of the proposer to ensure their proposal is delivered on or before the closing date and hour as indicated. Late or electronic submissions will NOT be accepted.

Any clarification questions about this RFP shall be submitted in writing through email to tiffany.cavill@opsk12.org by the date provided within the RFP. Questions will be answered and posted as an addendum on Sigma. The Contractor is responsible for checking for any changes, posted questions and answers, and/or addenda to this solicitation before submitting their proposal. The District will not be bound by oral responses to inquiries or written responses other than written addenda. Contractors are required to acknowledge all addenda in their Proposal. Failure to acknowledge receipt of any addenda may result in rejecting the proposal as non-responsive.

The Oak Park School District Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interest of the owner.

Tiffany Cavill

Director of Operations

Oak Park School District

13900 Granzon St.

Oak Park, MI 48237

**INSTRUCTIONS TO BIDDERS**

PROPOSALS

1. The Oak Park School District will receive firm, sealed bids for the Replacement of Gym Bleachers in accordance with the attached specifications.
2. Your proposal and two copies marked “OPHS Athletic Training Center Wall Graphics” must be delivered no later than 1:00p.m, Friday, July 11, 2025, to Tiffany Cavill, Oak Park School District, 13900 Granzon, Oak Park, Michigan 48237. Included in the packet must be an electronic copy as well. It is the sole responsibility of the proposer to ensure their proposal is delivered on or before the closing date and hour as indicated. Late or electronic submissions will NOT be accepted.
3. Proposals will be made in conformity with all the conditions outlined in the specifications. All items of furniture and equipment must conform to the specifications.
4. Any clarification questions about this RFP shall be submitted in writing through email to tiffany.cavill@opsk12.org no later than July 7, 2025. Questions will be answered and posted as an addendum on Sigma. It is the Contractor’s responsibility to check for any changes, posted questions and answers, and/or addenda to this solicitation before submitting their proposal. The District will not be bound by oral responses to inquiries or written responses other than written addenda. Contractors are required to acknowledge all addenda in their Proposal. Failure to acknowledge receipt of any addenda may result in the rejection of the proposal as being non-responsive. Responses to questions will be posted by July 8, 2025.
5. References in the specifications to any article, product, material, fixture, form or type of construction, etc., by proprietary name, manufacturer, make, or catalog number will be interpreted as establishing a standard quality of design and will not be construed as limiting proposals.
6. The Oak Park School District Board of Education reserves the right to accept or reject any or all proposals either in whole or in part; to waive any irregularities and/or informalities; and in general to make awards or cancel this proposal, if deemed to be in the best interests of the owner.
7. A completed Familial Disclosure and an Iran Economic Sanctions form must be included with each proposal submitted or the proposal will not be accepted. Please note these forms must be notarized.
8. Submit with each bid a certified check or acceptable bid bond payable to the Oak Park School District in an amount equal to five percent (5%) of the total bid. For bids in excel of $50,000, a Labor and Materials Payment Bond and a Performance Bond are required.
9. Prevailing Wage Requirement: This project is not subject to the Michigan Prevailing Wages on State Projects Act pursuant to MCL 408.1109(2)

SCOPE

This specification includes the creation and installation of the OPHS Athletic Training Center Wall Graphics. Contractor to create and install all wall graphics for the OPHS Athletics Training Center, which is scheduled to be completed by December 15. Signage is to be installed before December 15. Contractor acknowledges that they will have to work around other contractors' schedules.

TAXES

State and local sales and use taxes are not applicable and will not be included in the proposal.

CONTRACT AWARD

The contract will be awarded in the form of PURCHASE ORDERS mailed to the Vendor(s) selected. It is the intent to award the bid at a July/August regular meeting of the Board of Education.

WITHDRAWAL OF BIDS

Any bidder may withdraw their bid at any time before the scheduled time for receipt of bids. No proposal may be withdrawn until after 45 days after the bid opening.

DELIVERY

All shipping costs should be included in the sealed bid. The awarded company may not invoice the school district for shipping costs if it is not included in the sealed bid.

FIRM PRICING

Unit pricing will prevail when computing the total quantity on bids. No price allowance or extra consideration on behalf of the bidder will subsequently be allowed because of error or oversight on the part of the bidder.

WARRANTY

All materials and equipment will be guaranteed to be free from defects in both workmanship and materials for no less than one year from the date of receipt/installation. If the manufacturer's warranty exceeds this minimum requirement, the manufacturer's warranty will prevail. Any item(s) found to be defective will be replaced or repaired within seven working days at the Vendor(s) expense.

PERMITS

All necessary permits, tests, inspections, and approvals will be procured by the contractor(s) and will be included in the proposal.

PAYMENTS

Payment in full will be due and payable within thirty days after delivery, providing all goods are approved and accepted by the Board of Education and the contract has been fully performed.

 **DUE:** 1:00p.m, Friday, July 11, 2025

 **PROPOSAL:** OPHS Athletic Training Center Signage

We propose to create and install signage for the OPHS Athletic Training Center by December 15, 2025.

Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after forty-five (45) days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of the indicated work or prevent any other bidder(s) from bidding on the work.

BIDDER’S FIRM NAME

BUSINESS ADDRESS

TELEPHONE NUMBER

FAX NUMBER

BY (SIGNATURE)

PRINTED NAME

TITLE

DATE

E-MAIL ADDRESS

|  |  |
| --- | --- |
| **Fee Proposal** | **Cost** |
| Labor: |  |
| Materials: |  |
| Other: |  |
| **Grand Total:** |  |

**Proposed Construction Schedule:**

**SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

All Vendor/Contractor(s) submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or key employee of the vendor submitting a proposal and any member of the Oak Park School District Board of Education or the Oak Park School District Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

□  **The following are the familial relationship(s):**

 **Owner/Employee Name Related To Relationship**

1.

2.

3.

Attach additional pages if necessary to disclose familial relationships.

□ **There is no familial relationship that exists** between the owner or key employee of the Vendor/Contractor(s) submitting a proposal and any member of the Oak Park School District Board of Education or the Oak Park School District Superintendent.

INDIVIDUAL/FIRM NAME

BY (SIGNATURE)

PRINTED NAME AND TITLE

Subscribed and sworn before me, this

Seal:

Day of , 20 , a Notary Public

in and for County,

(Signature) NOTARY PUBLIC

My Commission expires

**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Oak Park School District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Oak Park School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Oak Park School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

NAME OF COMPANY

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE